

Instructions for Processing a Dual Employment Arrangement between two DHHS divisions or facilities:

In an instance where a regular full or part time employee at one DHHS division or facility (Position A – primary job) agrees to work at a different division or facility (Position B – secondary job), the following arrangements must be made:

Position A – DHHS Primary Job:

- Position A must hold the appropriate setting for the primary job – do not change any settings.
- Employee completes time sheet or enters time for Position A **as usual**.
- Employee does not enter time for position B on the position A time sheet.

Position B – DHHS Secondary job:

- The HR office for Position B (the secondary job) must place the employee in a position at their division or facility. You may use a vacant position of the same title or different title. Or, you may use an established position of the same or different title.
- Enter the employee's rate of pay for Position B into the system.
- Have the employee complete a paper time sheet for Position B indicating all hours worked for Position B. Supervisor of Position B must approve the time and sign the timesheet. At the top of each timesheet, please indicate the rate of pay and the secondary position number. Include the rate of pay and position number on **every** timesheet sent to BEST.
- Fax paper timesheet for Position B to BEST Shared Services. (919) 855-6861
- The timesheet must come from the HR office of Position B. BEST will not accept timesheets from employees.

BEST will enter the time for Position B into the system and the pay from Position B will be added to the pay from Position A. On the employee's remuneration statement, the position B hours will show up on a separate line from the Position A hours.

Note: BEST will only key in hours they receive through the payroll deadline. Any hours submitted on the timesheet that fall beyond the payroll deadline (the day before payroll corrections run) will not be keyed and will need to be included on the next pay period time sheet.